

Job Description Form

General Information	
Job Title:	Assistant Events Supervisor
Division/Department:	Associate Provost for Students' Affairs (APSA) Division
Section:	Associate Provost for Students' Affairs Office

Tasks and Responsibilities
• Supervising female students in events - competitions, trips, conferences, exhibitions, workshops, etc. - inside and outside the city of Al Ain. • Accompanying female students in events - competitions, trips, conferences, exhibitions, workshops, etc. - inside and outside the city of Al Ain. • Communicating with female students nominated for events. • Acting as a liaison between the student and the office. • Preparing necessary lists for trips and events with names and numbers. • Other tasks.